



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

USBank Procurement Cardholder Registration Instructions

Step 1 – Activate Your Card

1. From a touch-tone phone call U.S. Bank at 1-800-344-5696
2. Enter your 16-digit procard account number (on U.S. Bank card)
3. Enter the 5-digit zip code of your SMCCCD mailing address (e.g. CSM–94402, Cañada–94061, Skyline–94066, District Office–94402)
4. Press “1” to activate your account
5. Prompt will ask for the last 4 digits of your social security number, however, **you will need to enter the last 4 digits of your SMCCCD “G” Number**
6. Enter your business telephone number beginning with the area code
7. Your account has been successfully activated

Step 2 – Register Your Card with USBank Online

1. Go to: <https://access.usbank.com> and click “Register Online”
2. Type **smccd** under “Organization Short Name”
3. Type your 16-digit card number in the “Account Number” field, without spaces or dashes (e.g. 1234567891234567)
4. Select the month and year that your card expires from the “Account Expiration Date”
5. Click “Send Code”
6. Type your 5-digit billing address zip code in the “Account ZIP/Postal Code” field (e.g. CSM–94402, Cañada–94061, Skyline–94066, District Office–94402)
7. Click “Register This Account”
8. The Licensing Agreement page displays for your review; if you agree, click “I Accept” to continue

9. User IDs must be 7 to 12 characters in length and can be alpha and/or numeric; user IDs must also be unique so try to think of a distinctive ID (e.g. if your name is John F Smith try the User ID jofsmith3)
10. Passwords must be 8 to 20 characters in length, with at least one alpha, one numeric character, and one special character.
11. Complete the contact information fields; fields with a red asterisk are required
12. Phone and Fax Number fields should not include dashes, hyphens, parenthesis or spaces in (e.g. 6121234567)
13. Click "Continue"
- 14. CONGRATULATIONS! YOU ARE NOW REGISTERED TO ENTER AccessOnline.**

NOTE, if any of information you entered is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

If you have any questions, please contact your program administrator. If you cannot reach your program administrator, please contact U.S. Bank Customer Service Desk at 1-877-887-9260.

Program Administrators

District Office – Bob Domenici 650-358-6728

CSM – Stephanie Martinez 650-574-6207

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